

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-2015

OPEN TO: All Interested Candidates
POSITION: Consular Clerk FSN 6/FP 8
OPENING DATE: August 13, 2015
CLOSING DATE: August 27, 2015
WORK HOURS: Full Time (40 hour work week)
SALARY: FSN 6/FP 8

NOTE: ALL ORDINARILY RESIDENTS (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Praia is seeking an individual for the position of Consular Clerk.

BASIC FUNCTION OF POSITION

This position is one of four LE Staff in the Consular Section. The incumbent processes all categories of Non Immigrant Visas, Immigrant Visas and American Citizen Cases from inception to completion. S/he screens incoming documentation and information from a variety of sources (public counter, National Visa Center, Department of Homeland Security, mail, phone calls, etc.) and acts as the back-up sub cashier for all visa, passport, and notarial services in the absence of the section's primary cashier.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. **Education:** Minimum 2 years university required. Must be documented for validation.
- b. **Prior Work Experience:** 3 years' experience in a position involving interviewing, use of analytical skills, and frequent contact with the public.
- c. **Post Entry Training:** Successful completion of relevant consular distance learning courses - Immigration Law and Visa Operations (PC 102), Nationality Law/Consular Procedures (PC103), Overseas Citizens Services (PC104), and Collecting Consular Fees (PC419) - totaling more than 200 hours of coursework. Training in consular software and participation in consular workshops are also required.
- d. **Languages:**
Level III Good knowledge - (speaking/reading/writing) English.
Level IV Portuguese.
- e. **Job Knowledge:**
Ability to read and understand consular procedures and regulations. Ability to understand and work with several computer applications. Must be able to use Microsoft Office applications in a complex environment. A good understanding of the concept of accountability and to establish controls over the custody and processing of cash.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and/or U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. If a U.S. Veteran a copy of the DD-214 must be in the initial application.

Failure to provide all required documents and/or information will determine the candidate as unqualified.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position should submit the following documents. Incomplete applications will not be considered:

1. Application for Employment (DS-174). This form is located on the Embassy website at the following address, <http://praia.usembassy.gov/about-us/job-opportunities.html>
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) **that addresses the qualification requirements of the position as listed above.**
5. Evidence of the authority to work in Cabo Verde.

SUBMIT APPLICATION TO

Human Resources:

1. PraiaHR2@state.gov (electronic submission)

2. Insert Address for postal delivery: C.P. 201, Praia, Cabo Verde
3. Deliver the application to the front desk at the Embassy, in an envelope addressed to the same above with the applicants name on the same.
4. Fax to Praia HR Assistant @ 238-261-1355.

DEFINITIONS

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Resident at the sponsoring employee's or uniformed servicemember's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign Services.

CLOSING DATE FOR THIS POSITION: August 27

(If you do not hear from us within six weeks of the closing date, please assume your application has been unsuccessful)

The US Mission in Praia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance

procedures, remedies for prohibited personnel practices and/or courts for relief.